

## **Evaluation Support Consultancy**

### **A. Introduction**

The Millennium Challenge Corporation (MCC) is a United States government-owned corporation responsible for the stewardship of the Millennium Challenge Account (MCA). MCC works with developing countries to promote sustainable economic growth to reduce poverty. As part of the due diligence of each country's proposal, MCC conducts economic analysis to assess the proposed projects' likely impact on key outcomes and cost-effectiveness and estimate the share of the population who are expected to benefit from the program. After a Compact is signed, the Department of Policy and Evaluation is responsible for monitoring and evaluating the economic impact of Compact interventions on key outputs and outcomes, including household income and poverty reduction.

### **B. Scope of Work**

The Monitoring and Evaluation Division of MCC's Department of Policy and Evaluation is seeking a recent college graduate on a consultancy basis to support the evaluation activities of the division.

### **C. Country –MCC eligible**

### **D. Tasks**

Duties will include (but are not limited to) the following:

- 1) Coordinate with M&E leads to (i) identify core monitoring and evaluation documents and resources and (ii) compile and manage these resources on the Monitoring and Evaluation team Sharepoint. This includes, but is not limited to:
  1. Monitoring and Evaluation Plans
  2. Contracting and Request for Proposal documents
  3. Contractor Reports and Deliverables
  4. ERR and other standard analysis
  5. Survey Firm Statements of Work
  6. Research Protocols
  7. Questionnaires
- 2) Provide support to M&E leads on managing the contracting process for research firms and consultants. This includes, but is not limited to:
  1. Maintaining a roster of prior evaluation Statements of Work and of contracted consultants
  2. Drafting Statements of Work
  3. Coordinating with M&E leads and Contracts department to develop work plan and ensure contracting phases (RFP, review, contracting) adhere to deadlines
  4. Coordinating with M&E leads on review and comments on contractor deliverables
- 3) Coordinate with M&E leads on proper documentation and storage of evaluation databases. This includes, but is not limited to:
  1. Coordinating with M&E leads to collect final country evaluation documentation (research protocol, questionnaires, sampling strategy, analysis reports etc) and databases (data files, STATA do files)
  2. Preparing micro data files for both archival and public use, including:
    1. Ensuring appropriate data documentation
    2. Ensuring secure, protected archival of individually identifiable data
    3. Ensuring appropriate data anonymization protocols
  3. Managing internal and external access to evaluation reports and databases
- 4) Coordinate with the M&E Managing Director to manage the annual Impact Evaluation budget, including forecasting and reporting
- 5) Provide support as necessary to the development of guidance notes and templates related to monitoring and evaluation for M&E staff and M&E country counterparts.

- 6) In conjunction with sector and front-office staff, collect, manage, package and disseminate pre-identified program data by country and sector on a quarterly basis
- 7) Develop other related materials such as fact sheets and other public communication tools for use on the M&E website or for other external reporting purposes
- 8) Travel, as necessary, to Compact countries to assist with quality control of monitoring data, conduct capacity-building on quarterly reporting, and provide support on monitoring data reporting functions.
- 9) Perform other related duties as required.

#### **E. Deliverables**

The consultant will provide support to M&E activities on an as needed basis, as required. Deliverables will include:

- Draft reports and analyses as required to support the above tasks according to MCC Compact timelines and project lifecycles
- Draft guidance for M&E team regarding Sharepoint documentation protocols and available resources
- Draft guidance for M&E team regarding micro data documentation and privacy protection protocols
- Draft Technical Evaluation Panel meeting memos
- Status reports on contractor activities
- Draft comments/feedback on contractor deliverables
- Meeting/conference briefs and minutes
- Field visit reports and critical items brief (if applicable)
- Other Ad hoc reports, contracting documents or information as requested by COTR/PM

#### **F. Period and Place of Performance**

The consultancy will be for a base period with four renewable option periods, if required. The consultant will work from its home office and/or MCC headquarters or any MCC eligible country. Travel opportunities are not guaranteed, and will be based on available funding, need, and priority

#### **G. Evaluation Criteria**

- Undergraduate degree
- Strong coordination and organizational skills
- Ability to work well in a fast-paced, team environment
- Demonstrated ability for attention to detail
- Strong capability with Microsoft Excel and Microsoft Powerpoint.
- Excellent written and oral communication skills
- Interest in/experience with international development

#### **Highly desirable:**

- Training/experience with statistical analysis software (e.g., Stata, SAS, SPSS)
- Training/experience with relational database software (e.g., MS Access)
- Foreign language skills, especially Spanish, French and Portuguese

#### **G. How to Apply**

Interested parties should submit by email to [recruitment@mcc.gov](mailto:recruitment@mcc.gov) the following package: 1) Resume, 2) cover letter that addresses the evaluation criteria and provides three professional or academic references, 3) undergraduate transcript 4) Salary history with proposed hourly rate. Please include "Evaluation Support" in the subject line of your email. **This announcement will expire on October 21, 2011.**